



**North Carolina Department of Health and Human Services  
Division of Mental Health, Developmental Disabilities and  
Substance Abuse Services**

**Resource/Regulatory Management Section • Accountability Team**

3012 Mail Service Center • Raleigh, North Carolina 27699-3012

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Michael F. Easley, Governor  
Carmen Hooker Odom, Secretary

Richard Visingardi, Ph.D., Director

October 29, 2003

## Memorandum

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TO: Non-Governmental Financial Assistance Contractors  
FROM: Jim Jarrard, Accountability Team Leader  
RE: NOTIFICATION OF REPORTING REQUIREMENTS DUE TO REVISION OF  
G.S. § 143-6.1

The recent revision to General Statute §143-6.1, Report on use of State funds by non-State entities, adds new reporting requirements for non-governmental entities receiving State funds and prohibits payments to entities which have not complied with all the reporting requirements. Please note the definition of State funds includes "federal funds that flow through the State." Attached is a summary of the revisions to G. S. §143-6.1 regarding reporting requirements which includes copies of the reporting formats. (Electronic copies of the reporting formats will be posted to <http://www.ncauditor.net>.) The new reporting requirements are effective for fiscal years ending on or after June 30, 2003.

Actions that the non-governmental entity must take:

For entities required to submit an audit for SFY 2002-2003 and/or SFY 2003-2004 disbursements with fiscal years ending between June 30 and September 30, 2003, the Activities and Accomplishments Report is due by December 31, 2003.

For entities required to submit an audit for SFY 2002-2003 and/or SFY 2003-2004 disbursements with fiscal years ending after September 30, 2003, the Activities and Accomplishments Report is due ninety (90) days after the entity's fiscal year end.

For entities required to submit the certification and sworn statement/grantee receipt and expenditure report for SFY 2002-2003 and/or SFY 2003-2004 disbursements with fiscal years ending June 30, 2003 or later, the Activities and Accomplishments Report is due within six months of the entity's fiscal year end. The Activities and Accomplishments Report should be submitted along with the other three forms in a single package.

If your organization has already submitted either the certification and sworn statement/grantee receipt and expenditure report or the required audit for fiscal year ending June 30, 2003, the Activities and Accomplishments Report must be completed and submitted separately. Submit all required reports to DHHS Controller's Office,



Attention: Audit Resolution Coordinator, 2019 Mail Service Center, Raleigh, NC 27699-2019. If you have any questions about the reporting requirements, please contact Venessa Hodge at (919) 855-3739.

Per G.S. §143-6.1, the Department of Health and Human Services “is not authorized to disburse funds to grantees that fail to comply with the reporting requirements for funds received during the prior fiscal year.” If your organization fails to submit complete reports for SFY 2002-2003 disbursements, payments may be withheld in the fourth quarter of State Fiscal Year 2003-2004.

In order to document receipt and understanding of these requirements, please sign the confirmation as indicated below and return this letter to: Mary Tripp, DMH/DD/SAS Accountability Team, 3012 Mail Service Center, Raleigh, NC 27699-3012 by November 10, 2003. This documentation will become a part of the contract record.

Thank you for your assistance.

#### Attachments

cc: Executive Leadership Team  
Phillip Hoffman  
Marley Imm  
Leza Wainwright  
DMH/DD/SAS Contract Administrators  
Anna Wasdell  
Venessa Hodge  
Mary Tripp

### **Confirmation of Receipt of Notification of the New Reporting Requirements Due to Revision of G. S. § 143-6.1**

By signature below, I acknowledge receipt of the revisions to the reporting requirements resulting from changes to N. C. G. S. §143-6.1 as outlined in this letter and attachments. I understand that the Department of Health and Human Services “is not authorized to disburse funds to grantees that fail to comply with the reporting requirements for funds received during the prior fiscal year.” Therefore, if my organization fails to submit complete reports for SFY 2002-2003 and/or SFY 2003-2004 disbursements, payments may be withheld in the fourth quarter of the subsequent State Fiscal Year.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Contract Number: \_\_\_\_\_

Organization: \_\_\_\_\_